

GRADUATION OPEN HOUSE CHECKLIST

2 to 6 months ahead

- * Make a guest list
- * Check with priority guests as to available dates
- * Decide on a date and location
- * Reserve location if needed
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1 to 2 months ahead

- * Make any photo boards and centerpieces
- * Frame pictures
- * Arrange for helpers to help the day of - preparing and serving food, taking pictures, cleaning up etc.

2 to 4 months ahead

- * Send invites
- * Plan menu (plan according to guests sitting or standing, plates or finger foods)
- * Decide on and order decorations
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Week of and days before

- * Prepare, order and purchase non perishable food
- * Pack up supplies and decorations
- * If available set up evening ahead as much as possible
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2 to 3 months ahead

- * Plan activities
- Make a list of supplies needed
- * Order, purchase or borrow tables, chairs, tablecloths, picture frames, plates, cups etc.
- Order customized napkins

The day of

- * Finish set up
- * Pick up hot or perishable food and lay out
- * Greet guests and have fun
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